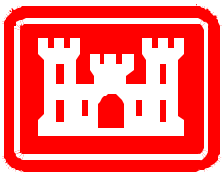
U.S. Army Corps of Engineers



Guidance and Definitions

For

The Information Technology Investment Portfolio System

Office of the Deputy Chief of Staff
For Corporate Information

18 December 2000

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for
The Information Technology Investment Portfolio System

I. General Guidance.

a. Commanders and Directors of Major Subordinate Commands, Districts, Centers, Laboratories, and Field Operating Activities, as well as the Headquarters staff, are required to develop and produce an Information Technology Investment Portfolio of their IT investments. The Information Technology Investment Portfolio System (ITIPS) will be used to enter/update, review, and validate IT investments acquired and used by their organization. All IT must be approved by the applicable committee(s) as a part of the Information Technology Capital Planning and Investment Decision Process

b. All IT acquired and maintained by USACE activities, regardless of costs and defined in paragraph 2 below, must be entered and kept current in ITIPS. This includes IT for all Corps functional areas, including business, scientific, technical, administrative, and engineering applications (e.g., CADD and GIS applications). The only exceptions are as follows:

1. Systems being developed or maintained or IT being acquired on a reimbursable basis for the sole use of customers outside of the Corps.

2. Systems developed as an integral part of internal research and development (R&D) projects, when the system is not targeted for a production environment. **However, IT being acquired in support of R&D projects must be included, i.e., office automation hardware and software in support of the mission and functions of your organization is not R&D**.

3. Applications developed in response to "ad hoc" requirements and that are not being used routinely.

c. All IT initiatives will be entered into the ITIPS under the appropriate IT classification IAW paragraph 2 below.

d. Prior to initiating the acquisition process, Directors/Chiefs of Information Management will ensure that local committee(s) approval has been obtained. The ITIPS record number must be placed on all procurement documents for all IT products and services as defined in paragraph 2 below. See paragraph 3 for entering ITIPS numbers on PR&Cs in CEFMS. Directors/Chiefs of Information Management will maintain a record copy of the local committee(s) approved portfolio initiatives indicated which initiatives are approved for funding and the amount of the approved funds.

e. The Commander or Director will ensure that the LCMIS approval thresholds and requirements of AR 70-1 and ER 25-1-2 are being met, as applicable.

f. In-house personnel and contract support costs will be included for initial development and operation and support costs. End user costs are not included.

g. In addition to indicating Tangible and Intangible benefits in the Description Tab, IT proponents should indicate the sub-strategies of the USACE Strategic Vision being supported and how it benefits the command. IT initiatives need to be linked to strategic goals of the organization and what tangible/intangible improvements or program improvements are being made as a result of the IT investment.

h. It is important to note that the Life Expectancy field is now defaulted to 5 years for new IT initiatives for planning purposes. However, additional years can be added for determining total life cycle costs if required. This field provides the number of years that the initiative is expected to be in service and determines the number of out years on the Budget Tab(s). As a general rule, the number of out years should not exceed 10.

i. All financial/budget tabs in ITIPS have been "rolled" to reflect the current 3-year budget cycle – i.e., Approved, Requested, and Planned. The budget amounts for the current year i.e., Approved, can be adjusted to reflect the actual amount approved by the Headquarters and local approving committee(s) during last year's IT Capital Planning and Decision Process. Although the previous Requested amount (Now the Approved amount) is no longer visible, it has been preserved and can be viewed via reports.

j. The budget amounts previously indicated for the Approved budget have been "rolled" into the Prior Years screens/fields. However, Prior Years amounts can only be adjusted by personnel in the Information Resources Management Branch (CECI-TR), Directorate of Corporate Information. If you need to adjust the budget dollar amounts displayed in the Prior Years columns, send a request to CECI-TR with the amounts to be changed, the Civil Military split (percentage) for the funds, and the reason the change is necessary (e.g., doesn't reflect the approved budget).

k. Cost information can either be entered at the Budget Tab level or via the supporting Asset Tabs. The Asset Tab provides the capability for more details about the IT investment. For example, IT equipment could be expanded to indicate personal computers, or Sun microprocessor. In addition, assets formerly maintained under the Requirement Statement Management System (RSMS) can be converted to the applicable budget tab in ITIPS. In order to accomplish the transfer, you will need to go into each ITIPS record and select the applicable RS and associated assets to be transferred. Assets within an RS can be moved to one or more ITIPS records as applicable. Step by step instructions on converting assets, are contained in the "How to..." section in the ITIPS help file. **Note: Assets maintained under FY2002 transferred to ITIPS will affect the totals on the Budget Tab to which they will be transferred. If you intend to transfer assets for FY2002 you should accomplish the transfer prior to entering any cost data on the FY2002 Budget Tabs.**

l. The total amount approved/authorized by the local approving committee(s) for each initiative should be entered in the field labeled "Approved" on the Management Tab. This reflects the maximum

amount authorized for expenditure for each initiative. Access to this field is limited to and is controlled by the local approving committee(s). Note: if the amount on the Management Tab for that year appears in red with a message stating "Red indicates out of sync with budget tab", you need to adjust the amounts in the "Budget Tab(s) to match the "approved" amount. The ITIPS help contains a section for this topic under the "How to..." section.

m. Access to the Budget Approval capability is limited to only those authorized as noted in paragraph 1l above. In order to activate the capability, provide the name, office symbol, and user-id of the individual(s) who will be performing this function for your organization. This information should be provided, via e-mail, to William W. Sevila or Johnnie M. Carter.

n. ITIPS users can grant access to other individuals having a need to update/maintain their ITIPS records. As with the initial registration, users must have been granted UPASS approval to access the ITIPS SID s0pbesp1 on WPC21. Granting access to others is accomplished via the menu bar in ITIPS labeled "User Access". Context sensitive help is available for this topic as well as throughout ITIPS by pressing the F1 key or selecting help from the menu bar.

II. Information Assurance. ITIPS now has a tab for Functional Proponents to enter Accreditation Data for Automated Information Systems and Networks. The Information will be used to access accreditation status across the Corps and to help manage the Accreditation Process in compliance with AR380-19 and DITSCAP (DOD Information Technology Security Certification and Accreditation Process). You will be able to enter the type of accreditation - Authority to Operate (ATO), Interim Authority to Operate (IATO) or none, and the Designated Approving Authority (DAA), Information Assurance Manager (IAM), Information Assurance Officer (IAO) and Systems Administrator (SA) for each AIS and Network.

III. Linking IT Investments to Obligations. This section contains instructions for using the PR&C screens in CEFMS to link an organization's IT obligations to its IT investments in ITIPS. All IT related acquisitions entered into CEFMS must contain at least an ITIPS number and optionally an asset number and be approved for acquisition as follows:

a. **ITIPS Number.**

1. IT related acquisitions: When preparing a PR&C to acquire IT related assets (equipment, software, contract services, etc) the ITIPS number must be entered on Purchase Request Line Item Create/Update" Screen 2.36. This is a required field. The ITIPS number consists of 8 characters – 3 alpha and 5 numeric. Use the ITIPS number in ITIPS that was approved for the IT being acquired.

2. Non-IT related acquisitions: Enter NA in this field and proceed to the next field. Note: Use of Corps-wide standard IT resource codes (e.g., ITEQUIP) will automatically require that an ITIPS number be entered.

b. **ASSET ID**. This is an optional field and is only required if ITIPS records have been recorded

down to the asset level. See paragraph 1k. above.

c. **Technical Approval**. All IT related purchases are required to be reviewed to determine whether or not they are recorded in ITIPS and authorized for acquisition. The technical reviewer can view the ITIPS number assigned to the PR&C by going to the Purchase Request Technical Approval Screen 7.47 and pressing Control F1. This brings up screen 9.0 where the ITIPS number will be displayed. As a minimum, it is recommended that the Technical Reviewer use the ITIPS report "Approved IT Portfolio for a Fiscal Year" to determine whether or not the ITIPS number cited on the PR&C is valid and correct. If it is not the correct ITIPS number, the PR&C should be disapproved and sent back to the requester for the correct ITIPS number.

d. **Reimbursables Within the Corps:** If you are using another Corps organization to acquire IT you must furnish them with the applicable ITIPS number to which cost will be recorded. If you are acquiring IT for another Corps organization you will need the ITIPS number that applies to their IT investment.

IV. IT Definitions.

a. Information Technology (IT)(from 40 U.S.C. 1401(3)).

1. The term 'information technology', with respect to an Executive Agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Executive Agency. For purposes of the preceding sentence, equipment is used by an Executive Agency if the equipment is used by the Executive Agency directly or is used by a contractor under a contract with the Executive Agency which (1) requires the use of such equipment, or (2) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

2 Information technology, includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

3 Notwithstanding paragraphs 2. a. (1) and 2. a. (2), the term 'information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.

Note: Information Technology includes telecommunications and communications equipment and national security systems (NSS).

b. Automated Information System (AIS) (from DODD 5000.1 DEFINITIONS 3.4. Automated Information System (AIS) - A combination of computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting, and displaying information. Excluded are computer resources, both hardware and software, that are: physically part of, dedicated to, or essential in real time to the mission performance of weapon systems.

c. Information Technology Classifications - IT Classifications will be used to expand on the above definitions and to facilitate the reporting and tracking of IT costs in USACE. The IT Classifications listed below indicate the primary focus areas for the purpose of entering and tracking IT information and costs in the ITIPS. The list is not all inclusive and will in all likelihood be expanded and/or modified over time.

1. **AIS**: Any application software using COTS or custom developed code to satisfy the information requirement needs of a business process and/or program. Includes hardware and communications specifically required for using the software (see DoD definition above).

2. **Programs**: IT initiatives that may or may not be an AIS, but are divided into specific areas of focus and will enable ITIPS to group costs by these areas or individually. IT Programs are:

(a) **CEEDMS** – The Corps of Engineers Electronic Document Management System (CEEDMS) will be the Corps' standard system for management of all documents and records. CEEDMS is an integrated information management system which increases the productivity and flexibility of the user's work processes. It combines document management, records management and workflow capabilities to provide centralized management of corporate information allowing access to and sharing of all documents and records electronically throughout the entire organization. CEEDMS is a COTS, web-enabled package configured with Corps standards, running on top of an Oracle database, operating on a windows platform in a client/server configuration. CEEDMS hardware and software consists of Oracle Server, Indexing Server, Data Storage Servers/Jukeboxes, Scanning workstations, and COTS software. ITIPS information for this classification should be entered by each CEEDMS location. The CEEDMS Program Manager is Mr. Gary Maul, CENAB-EN-DT, 410-962-4151.

(b) **Internet** – The loosely connected worldwide collection of computer systems that use a common set of communications standards to send and receive electronic information.
The detailed cost guidance provided is to be associated only with the World Wide Web (WWW) aspects of the Internet. For information related to other aspects of the Internet (e.g., e-mail, FTP (file transfer protocol), communications, etc.) see the appropriate points of contact. Following are costs to be associated with the WWW of the Internet: (1) web-related contractor services; (2) server-side hardware dedicated to Internet use; and (3) software and/or tools, such as web authoring, web monitoring, web analysis, web programming, and web applications.
It is important to note that all Internet costs reported under this classification will indicate the funding type as well as the initial development and annual operational costs associated with the program, project, system, web site, home page, web page set, web application, web software and/or web server. Subject Matter Expert for the WWW aspects of the Internet is Mr. Michael Henderson, CECI-TA, (202) 761-0468.

(c) **E-mail** – This classification is for use by the USACE E-mail Center of Expertise. Subject Matter Expert for E-mail is Ms. Sondra Charlton, CECI-TA, (202) 761-0993.

(d) **DMS** – The Defense Message System is a DoD e-mail system which replaces the Automatic Digital Network (AUTODIN) message system and other proprietary e-mail systems. The system uses enhanced Commercial Off the Shelf e-mail products to provide secure writer to reader service. DMS is designed to provide the reliability, availability, and maintainability required to support critical command and control messaging and to protect sensitive information.

(e) **Information Management Programs** - Program areas under Information Management that do not specifically involve automation but require planning, budgeting, and tracking the costs of these areas. Examples of this classification are USACE Library Program and Architecture 2000.

3. **Communications** – The guidance for this area remains largely unchanged at this time as a result of the reassignment of the day-to-day operation for the Corps of Engineers Enterprise Information System (formerly CEAP). However, some additional information related to FTS2001, Satellite Communications - Very Small Aperture Terminals (VSAT), and microwave systems has been provided below. While some of the remaining information may be dated , it should be followed in principle for local IT Capital planning purposes:

(a) Local Area Network (LAN) - A data communications system that lies within a limited spatial area (such as in rooms, buildings, vehicles, watercraft, aircraft, and campuses). Has a specific user group and specific topology. Not a public switched telecommunications network, but may be connected to one. Connects many communicating devices (such as, computers, terminals, and printers and mass storage units) and uses gateways or communications servers to connect with other hosts. Federal, military and most USACE activities use the Ethernet and IEEE 802.3 Standard. This standard describes a LAN as a collection of devices on the network that all see the same network traffic. These standards provide the cable specifications, signal characteristics, and topology rules that make the LAN a functioning data communications system. By these standards, devices on the network can communicate with each other without going through a router or remote bridge (no wide area network - WAN links). Hardware and Software include nodes [to include addressable networked computers (servers and workstations), peripherals, printers, hubs, bridges, and routers], cabling, wiring cross connect closets and connectors, network interface cards, PCMCIA card slots (DoD requirement), Network management systems, modems and subnets. Hardware and software acquired for LAN communication use and not reportable under Office Automation must be reported under this category. Contractor personnel costs should also be included in LAN operating costs, as applicable. ITIPS information for this classification will be consolidated for and entered by each Division, District, Center, Laboratory, Field Operating Activity, and Headquarters Directorate/Separate Office. For new ITIPS records in this classification the ITIPS fields: Start Up year & Deployment year – will reflect current year; Life Expectancy - 5 yrs; Program Strategy - other: Mandated - No: Archive - No: and Life Cycle Phase - IV are defaulted and cannot be updated for this classification.

(b) Communications Support:

FTS2001 Services: GSA awarded the FTS2001 contracts to MCI and Sprint for voice and data services for government agencies. The intent of GSA was to create and maintain an atmosphere of competition between the two vendors to ensure the government the best, most economical pricing available. This contract is for non-mandatory communications services. Which means GSA no longer has a congressional mandate for mandatory use as they did for the FTS2000 contract. However, DoD provided GSA a guaranteed revenue amount in support of the FTS2001 contract. As a result, DoD's position is the FTS2001 contract is mandatory in support of the DoD revenue guarantee. The Corps of Engineers, as a part of DoD, is expected to make use of the FTS2001 contract for ALL available communications services. Some of the Corps locations have made the decision to use another vendor for communications support in order to secure more economical rates. The entire transition from FTS2000 to 2001 has been very difficult and time consuming. At this point, the Corps has only transitioned approximately 5 % of the sites to FTS2001 data services and approximately 98% for voice services.

Satellite Communications - Very Small Aperture Terminals (VSAT): Satellite Communications under FTS2000 contract did not prove to have wide spread usage and is not available under the FTS2001 contract. The Corps is looking into obtaining this service from another vendor.

Microwave Systems: The FTS2000 contract ended 6 December 2000. Efforts to place microwave service on FTS2001 contract failed due to excessive vendor pricing. It is suggested an investment in microwave be discontinued as there are many other alternatives available.

Contact Dale Winstead,CECI-TA, (202) 761-1811 for additional information regarding FTS2001, VSAT, and microwave systems.

See Information Mission Area Planning Requirement Statement Category Guidance CEXX010 Communications Support at http://www.usace.army.mil/ci/references/97rsguid.pdf for remaining guidance for this classification.

4. **Office Automation:** The USACE working definition of Office Automation is: The use of computer systems and communications technology to perform general, every day tasks such as document management, electronic mail, archiving and retrieval of text/graphics groups. The operation of systems in which a machine interface is required for the user to create, work with, display or delete records within a general office environment. Office Automation embodies a core group of functionalities consisting of word processing, spreadsheet, presentation, office data base, electronic forms, calendar/scheduler, electronic mail, web browser and operating system used to support day to day office operations. These generic software tools are used for general office functions not specific to any Business Area. LANS/WANS used only for communications are reported under the classification for Communications - LAN. ITIPS information for this classification will be consolidated for and entered by each Division, District, Center, Laboratory, Field Operating Activity, and Headquarters

Directorate/Separate Office. For new ITIPS records in this classification the ITIPS fields: Start Up year & Deployment year – will reflect current year; Life Expectancy - 5 yrs; Program Strategy - other: Mandated - No: Archive - No; and Life Cycle Phase - IV are defaulted and cannot be updated for this classification. As a general rule, all supplies not related to a specific AIS/IT initiative should be placed under Office Automation. The Subject Matter Expert for Office Automation is Mr. Chester Walker, CECI-TA, (202) 761-7690.

5. **Automated Engineering Tools** (used in planning, engineering, operations/maintenance, construction, and real estate -- not just engineering). NOTE: The inclusion of hardware in some of these items is questionable. Now that many of these automated engineering tools can run on new pentium desktop computers, the hardware can have multiple uses from engineering tasks to general office automation. Only the items that normally utilize dedicated hardware today, have hardware included in the definition.

(a) **Computer Aided Design and Drafting** (CADD) - COTS hardware & software that enables engineers and architects to develop designs and associated graphics, including such items as 3 dimensional views at any angle and any level of zoom, as well as tracking design dependencies, and automatically changing dependent values when one value is changed.

(b) **Numerical Models** (NM) - Corps developed software to perform various engineering calculations ranging from surveying coordinate conversion to coastal engineering analysis, which may be or may not be able to transfer results directly into CADD/GIS systems.

(c) **Computer Aided Engineering** (CAE) - Corps/commercially developed software used to perform various engineering calculations, such as structural, electrical and mechanical design, which may be or may not be able to transfer results directly into CADD systems.

(d) **Electronic Bid Solicitations** (EBS) - A standard process for converting all bid solicitation documents into a read-only CD-ROM and/or web page for submission to construction contractors interested in submitting a bid. Documents and viewing software are recorded on CD-ROM's for distribution. The Portable Document Format (PDF) is used for text files and (Continuous acquisition Life-Cycle Support) CALS is used for drawing files.

(e) **Engineer Document Management System** – Enter new initiatives for this classification under Corps of Engineers Electronic Document Management System (CEEDMS).

(f) **Geographical Information System** (GIS) - COTS hardware & software used for mapping and analyzing things that exist and events that happen on Earth. GIS technology integrates common database operations such as query and statistical analysis with the unique visualization and geographic analysis benefits offered by maps. These abilities distinguish GIS from other information system and make it valuable to a wide range of public and private enterprises for explaining events, predicting outcomes, and planning strategies.

(g) **Remote Sensing/Image Processing** (RS/IP) - COTS hardware & software that process or analyzes remotely sensed (without physical contact) information from various spectra and platforms. Includes photographic and digital imagery from acoustic, microwave, radar, infrared, and visible spectra sensing devices, plus related image/data processing software used to analyze and transform the data for use by other systems, such as CADD/GIS.

(h) **Global Positioning Systems** (GPS) - COTS hardware software that receive, process and display geographic positional data from the GPS constellation of satellites. Differential GPS uses a local correction to improve the accuracy for engineering and other surveying and mapping purposes.

(i) **Automated Hydrographic Surveying Systems** (AHSS) COTS hardware & software that acquire, process and display hydrographic/bathymetric survey data. Used for surveys for charting, engineering, inspection, condition updates, geotechnical investigations, etc. These systems also can use the data to compute dredge volumes, monitor bottom changes, etc., and transform the data for use by other systems, such as CADD/GIS.

(j) **Automated Topographic Surveying Systems** (ATSS) COTS hardware & software that acquires, displays, and logs field survey data from electronic total stations or similar electronic distance or angular measurement devices: as used for topographic mapping, site plan creation, construction layout, boundary/real estate surveying, etc. Also includes office hardware/software to reduce and/or translate electronically collected field data, or digitizing manually collected field data and to transform the data for use by other systems, such as CADD/GIS.

(k) **Photogrammetric Mapping Systems** (PMS) - COTS hardware & software that acquire, reduce, adjust, translate, or stereoscopically mensurate photographic images into digital data files for use by other systems, such as CADD/GIS. Includes aerial mapping, cameras/systems, automated stereoplotter systems, soft copy Photogrammetry devices, etc.

(l) **Automated Map & Chart Production** (AM/CP) - COTS hardware & software, normally a specialized use of CADD/GIS technology to automatically create and update maps and charts for a variety of users from engineers to mariners.

(m) **Electronic Navigation Charts** (ENC) - COTS hardware & software used for marine navigation purposes normally composed of a positioning system, such as GPS, and an electronic chart database, which enables the mariner to trace his position in real-time on a computer based chart.

(n) **Computer Aided Facilities Management** (CAFM) - COTS hardware & software that utilizes various forms of CADD/GIS technology to capture, store and manipulate data required to manage the assets of any facility, from a single building (inside and outside) to the multiple buildings and infrastructure of an entire base or installation. Typical functions include asset tracking, CAD integration, space management, maintenance scheduling and tracking, hazardous materials tracking, and employee workflow and tracking which forms the basis of an integrated facility information system that helps control operating costs, eliminate redundancy and establish intelligent control over assets.

The Subject Matter Expert for Automated Engineering Tools is Mr. M.K. Miles, CECW-EE, (703) 428-6978.

6. **Support to Standard Systems:** This classification is for local planning, budgeting, and tracking costs in support of USACE Corporate, Army, and DoD Standard Systems, e.g., Corps of Engineers Financial Management System, Program and Project Management Information System, Standard Procurement System, etc. A pull down list is provided in ITIPS for selecting the appropriate system. Use classification "Other IT" if the standard system for which you want to record costs is not listed. Costs previously recorded under other classifications (e.g., AIS) should be reclassified under the appropriate Standard System listed in this classification.

7. **General Purpose Data Processing:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX019 General Purpose Data Processing at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification.

8. **Facilities Modernization:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX008 Facilities Modernization at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification.

9. **Records Management Modernization:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX012 Records Management Modernization at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification. **Note: Specific guidance for CEEDMS formerly CEERIS is contained under Programs classification. All electronic Document Management System initiatives will be placed under IT classification Programs – CEEDMS.**

10. **Visual Information Support:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX013 Visual Information Support at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification.

11. **Library Modernization:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX014 Library Modernization at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification.

12. **Printing and Publication Modernization:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX015 Printing and Publication Modernization at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification.

13. **Technology Integration:** See Information Mission Area Planning Requirement Statement Category Guidance CEXX016 Technology Integration at http://www.usace.army.mil/ci/references/97rsguid.pdf for this classification.

14. **Information Technology Infrastructure**: The underlying technological components that compose an organization's system architecture. **CEEIS** – Corps of Engineers Enterprise

Infrastructure Services (formerly CEAP). This classification will be revised further at a future date. The components of USACE IT Infrastructure are hardware, software, operating system, network, and database. Corps of Engineers Enterprise Information System (CEEIS) is the USACE IT Infrastructure. The CEEIS includes the two regional processing centers located at the Waterways Experiment Station and the Portland District, as well as the USACE world-wide high speed data network. The program is administered through the 11 year CEAP-IA contract, awarded to Control Data 6 October 1989. The contract provides standard database management system (Oracle), operating system (SUN Solaris) , and UNIX (SUN) computers in use at the two regional processing centers, District IM offices, and throughout the Water Control community. The recording of costs for this classification is for the use of the CEEIS Project Manager only.

15. **Other IT**: Major IT initiatives that are not covered above.

d. **Life Cycle Costs** (LCC) (LCMIS Phases 0-IV): Includes all costs incurred throughout the AIS life cycle, including the operations and maintenance phases. The costs include design, development, deployment, operations, maintenance, personnel (both government & contract), telecommunications, facilities, equipment, training, documentation, acquisition, site activation,
test & evaluation, parallel operations, and approval process costs over the entire life of the automated information system.

e. **Program Costs** (LCMIS Phases 0-III): Includes all costs (all types of funding) incurred from the time a requirement for a system is identified through completion of deployment to each operational site. Elements of expense for program costs can include: personnel salaries (project management and material developer staff, both government & contractor, for the design, development, test & evaluation, parallel operations, and deployment), travel, initial training, hardware (required to develop or operate the AIS), software (non development: i.e., COTS) , telecommunications (equipment and/or services necessary for AIS project development; i.e., purchase of LAN), facilities, acquisition, contract services, leases, supplies, and site preparation.

f. **Operations and Support** (LCMIS Phase IV) Activities associated with routine corrective actions and changes: e-g, operating system upgrades, hardware upgrades, software maintenance, etc.

V. Cost Category Definitions for each IT Initiative.

a. **Civilian Pay**: Gross compensation as applicable to the related Information Technology (IT) for personal services rendered to the Government by Federal civilian employees (Total Full Time Permanent Military and Civilian Funded Pay). Also included are total full time permanent civilian benefits.

b. **Travel**: Obligations as applicable to the related IT for transportation of government employees or others, their per diem allowances while in an authorized travel status, and other expenses incident to travel that are to be paid by the government either directly or by reimbursing the traveler. Consists of both travel away from official stations, subject to regulations governing

civilian and military travel, and local travel and transportation of persons in and around the official station of an employee. (i.e. TDY, PCS, installation/station travel).

c. **Equipment:** Any personal property or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

1. **Purchases:** Investments made for the procurement of IT personal property.

(a) **Purchases >$25K:** Capital investments for personal property/equipment for data processing, such as supercomputers, mainframes, mini-computers, microcomputers, analog and digital private branch exchanges (PBX), ancillary equipment, such as disk drives, tape drives, plotters, printers, storage and back-up devices cable-connected to computers, digital imaging equipment, optical storage and/or retrieval equipment and office automation equipment that was designed for use in conjunction with or controlled by a computer system and telecommunications networks and related equipment, such as voice communications networks, data communication networks, local area networks, terminals, modems, data encryption devices, fiber optical and other communications networks, packet switching equipment, terrestial carrier equipment, lightwave, microwave or satellite transmission and receiving equipment. This property will have a service life of two or more years and a unit cost of $25K or greater. This category does not include furniture, typewriters, copiers, calculators, microfilm/microfiche equipment.

(b) **Purchases <$25K:** Procurement for expendable equipment as defined above except for communications see paragraph d below. This property normally has a service life of less than two years and has a unit cost of less than $25K. The cost of the property is expensed in the year of purchase.

2. **Lease**: Includes the cost as applicable to the related IT of rental/lease of computers and their peripheral equipment or office automation equipment. This category encompasses the cost for rental/lease of desktop and portable computers, memory, tape/disk drives, keyboards, monitors, various boards (e.g. coprocessor), etc. This excludes office copiers and data facsimile machines.

d. **Communications:** Obligations as applicable to the related AIS for the transmission of messages or data over all communication media, such as marine cable service, radio and wireless telegraph service, electronic data transmission service, telephone, telegraph and satellite service. Obligations as applicable to the related AIS for the purchase of: telecommunications equipment under $25K, telecommunications software under $25K, telecommunications equipment and software leases, telecommunications equipment and software maintenance and telecommunications supplies.

e. **Supplies**: Obligations as applicable to the related AIS for ADP supplies and materials, computer and word processing tapes, disks, printer ribbons, paper, forms, books, manuals, etc. This category is not to be used for software.

f. **Equipment Maintenance:** Obligations as applicable to the related **AIS** for the contract maintenance charges for ADPE. This includes computers (all sizes), peripherals, and other office automation.

g. **Software:** Any software, including firmware, specifically designed to make use of and extend the capabilities of Federal Information Processing (FIP) equipment.

1. **Purchase:** Investment made for the procurement of software as defined above.

(a) **Purchase >$25K:** Capital investment for software procurement (including one-time obligations for long-term licenses) or leases costing $25K or more for systems programs (e.g. control and library programs, assemblers, compilers, interpreters, utility programs; sort-merge programs, and maintenance-diagnostic programs); application programs and commercial-off-the-shelf (COTS) software (e.g., word processing, communications, graphics, file-management and database management system software). Software also includes independent subroutines, related groups of routines, sets or systems of programs; databases; and software documentation.

(b) **Purchase <$25K:** Procurement for expendable software as defined above. This software normally has a service life of two years or less and has a unit cost of less than $25K. The cost of the software is expensed in the year of purchase.

2. **Leases:** Obligations as applicable to the related AIS for one-time and/or recurring charges for the "use" of commercially available software. The emphasis is on usage not ownership i.e. the license for 20 "users" for one software package. The unit cost for this category is less than $25K.

h. **Computer Processing Services:** Obligations as applicable to the related AIS for CEAP or other platform processing charges. **Does not include CEAP Backbone Network charges.**

i. **Training**: Obligations as applicable to the related AIS for all automation training costs, tuition, regardless of training source, for all personnel. Includes the training needs during the development of the related AIS, as well as the deployment of the AIS.

j. **Other:** Obligations as applicable to the related IT for cost not readily identifiable as falling under any of the preceding or following cost categories.

k. **PRIP Pay Back:** Obligations as applicable to the related AIS for the reimbursement of the

Revolving Fund for the purchase of software and hardware through the PRIP. These obligations include depreciation, plant increment and insurance. The reimbursement is made through a series of multiple payments proportionately made over the life of the asset. **These costs are not included in the life cycle management costs for the IT initiative**.

l. **Contract Support:** Obligations as applicable to the related AIS for advisory and assistance services acquired by contract from non-governmental sources to support or improve organization policy, management, and administration; support program and/or project management and administration; provide management and support services for R&D activities; and provide technical support services. These services may take the form of information, advice, opinions, alternatives, analysis, evaluations, recommendations, training, and technical support.

m. **Fee for Service:** Obligations recorded for the purpose of paying for the use of Command Standard Systems and is broken out between Site License and Metered systems. This Cost Category will only appear on IT initiatives that are classified under "Support to Command Standard Systems".